

Person Specification for the post of Headteacher

Prepared By: The Governing Body and CCLT Trust

Date: September 2023

Listed below are the requirements that the governors consider to be necessary in undertaking the role of Headteacher.

Attributes	Requirements	Essential/	Measurement
		Desirable	
Qualifications	Qualified Teacher Status	Essential	APP
	Honours Degree or equivalent	Essential	APP
	Recent and relevant ongoing CPD	Essential	APP F/I
	NPQH or further qualification	Desirable	APP
Experience	Recent and relevant experience as a primary	Essential	APP F/I LOA
	Senior Leader		
	A proven track record of raising achievement	Essential	APP F/I LOA
	through successful leadership		
	Working with and engaging the involvement of	Desirable	APP F/I LOA
	external partners and the local community		
	Experience of successful collaboration with	Desirable	APP F/I LOA
	other schools		
Knowledge and	Knowledge and understanding of current issues and		
Understanding	best practice including:		
	Safeguarding children and young people	Essential	APP F/I/ LOA ASS
	What constitutes a good and outstanding school	Essential	APP F/I/ LOA ASS
	Teaching pedagogy and research		
	The process of strategic planning and school self-	Desirable	APP F/I/ LOA ASS
	evaluation	Essential	APP F/I/ LOA ASS
	Ways to communicate and translate a shared		
	vision into practice	Essential	APP F/I/ LOA ASS
	Leading the management of change		
	Application of new technologies to teaching,	Essential	APP F/I/ LOA ASS
	learning and management	Essential	APP F/I/ LOA ASS
	Comparative data and performance indicators to	Essential	APP F/I/ LOA ASS
	establish benchmarks and set targets for		
	improvements		

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	 National policy framework and current educational legislations and initiatives 	Essential	APP F/I/ LOA ASS
	 Principles of effective teaching and assessment for learning 	Essential	APP F/I/ LOA ASS
	 Roles and responsibilities of Trust boards, local governing boards, local authorities and the requirements of accountability 	Essential	APP F/I/ LOA ASS
	 School budget management and financial responsibilities 	Desirable	APP F/I/ LOA ASS
	 Strategies for fostering school improvement, including attendance and behaviour for learning 	Essential	APP F/I/ LOA ASS
	 Equal opportunities and commitment to their pursuit 	Essential	APP F/I/ LOA ASS
	 Legal issues relating to school management 	Essential	APP F/I/ LOA ASS
	Good understanding of the current Ofsted	Essential	APP F/I/LOA
	Framework		, , , , , , , , , , , , , , , , , , , ,
Personal Qualities	Commitment to the welfare and safeguarding of	Essential	APP F/I/ LOA ASS
,	young people		
	 Strong personal motivation, resilience and drive to ensure school improvement 	Essential	APP F/I/ LOA ASS
	 A genuine enthusiasm for, and commitment to, the development of young people, and concern 	Essential	APP F/I/ LOA ASS
	for the development of colleagues and members of the wider school community The ability to inspire, motivate staff, pupil's and	Essential	APP F/I/ LOA ASS
	the wider community and engage their active commitment in your vision		
	 Commitment to ensuring inclusion, addressing diversity and access 	Essential	APP F/I/ LOA ASS
	Successful experience in equalising opportunity	Essential	APP F/I/ LOA ASS
	 Commitment to own personal and professional development and that of all staff 	Essential	APP/F/I/LOA
	 High order analytical and problem-solving skills and the ability to make informed judgements 	Essential	APP F/I/ LOA ASS
	 Excellent communication skills in a variety of media to a range of audiences including pupils, parents/carers, colleagues and the wider school community 	Essential	APP F/I/ LOA ASS
	 Ability to work under pressure and to meet deadlines 	Essential	APP F/I/ LOA ASS
	 The ability to project the school in a positive way and continue to enhance the school standing and role at the heart of the community 	Essential	APP F/I/ LOA ASS
	 The ability to engage parents in supporting children's learning 	Essential	APP F/I/ LOA ASS

•	The ability to fill the role of lead professional in	Essential	APP F/I/ LOA ASS
	classroom practice		
•	Commitment to an open, collaborative style of	Essential	APP F/I/ LOA ASS
	management		
•	Evidence of collaborative working and	Essential	APP F/I/ LOA ASS
	networking with others, within and beyond the		
	school to build and sustain a learning community		
•	The ability to understand and appreciate the	Essential	APP F/I/ LOA ASS
	school's current strengths and the ways in which		
	these might be further developed		
•	The ability to form and maintain appropriate	Essential	APP F/I/ LOA ASS
	relationships and personal boundaries with		
	young people		
•	The ability to promote a school culture and	Essential	APP F/I/ LOA ASS
	curriculum which takes into account the richness		
	and diversity of the wider community		
•	Sense of humour, a warm approach and a	Essential	F/I
	genuine interest in working with others.		

MEASURED BY KEY:

APP = Application form

LOA = Letter of Application

ASS = Assessment activities

F/I = Formal Interview

In addition to candidates' ability to perform the duties of the post, the interview will explore issues relating to safeguarding and promoting the welfare of children including:

Motivation to work with children and young people

- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours and;
- Attitudes to use of authority and maintaining discipline

If a candidate is short-listed any relevant issue arising from references will be taken up at interview. Please be aware that social media checks will be carried out on short-listed candidates.